

**BY ORDER OF THE WING
COMMANDER, 8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
32-6005**



12MAY 2011

Civil Engineering

**UNACCOMPANIED HOUSING (UH)
MANAGEMENT (PA)**

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This instruction implements and fulfills requirements of Air Force Instruction (AFI) 32-6005, *Unaccompanied Housing Management* and AFD 32-60, *Housing*. It establishes procedures for providing housing to all personnel assigned, attached, and associate units to the 8th Fighter Wing, Kunsan Air Base, Korea. It applies to all personnel housed on Kunsan Air Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision clarifies responsibilities for commanders/first sergeants, para 2.1; clarifies responsibilities of the residents, para 2.3; outlines the bay orderly program, para 3; provides guidance for key control, para 4.2; list items prohibited in the dorms, para 4.4 and 4.6; explains smoking policy, para 4.5; clarifies policy for housing males and females, para 4.7; and clarifies social visit policy, para 4.8.

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1. Unaccompanied Housing Philosophy:

1.1. Mission Requirements. Due to the unique mission at Kunsan AB and the need to respond quickly to events on the peninsula, all military personnel assigned to Kunsan AB are designated as Priority 1 personnel and are required to live on base.

1.2. Personal Responsibility. It is the responsibility of every resident to maintain their assigned quarters and common areas IAW this instruction. Dormitories are shared quarters and as such, the responsibility for maintaining order and cleanliness must be shared. Respect for fellow residents, displayed by taking responsibility for personal conduct and meeting the requirements outlined in this instruction, is critical in the wing's ability to provide adequate housing to all members.

2. Responsibilities:

2.1. Squadron Commanders/First Sergeants.

2.1.1. Take charge of their allocated dormitories, dormitory spaces, maintain them IAW AFI 32-6005, and this instruction.

2.1.2. **IMMEDIATELY notify respective squadron commander and the 8 CES/CEF of any**

fire safety issue or unsafe condition IAW 8 FWI 32-2001, *Fire Protection and Prevention Program*. This verbal notification will be followed up within 12 hours or less with an electronic notification to the following:

2.1.2.1. Respective squadron commander(s).

2.1.2.2. 8 CES/CEF and Fire Marshal by calling the FACC at 782-4471 and notifying the

FACC that you have a “Priority Report”.

2.1.2.3. Chief of the Housing Office.

2.1.3. Conduct monthly morale visits with dormitory residents in accordance with AFI 32-6005.

2.1.4. Conduct monthly inspections in accordance with the Dormitory Room Inspection Checklist (attachment 2).

2.1.5. Provide a list of members assigned bay orderly duties in accordance with requirements established by Unaccompanied Housing Management at least one week in advance. Each Airman Dorm Leader (ADL) is responsible for overseeing bay orderlies and verifying the completion of all assigned tasks. Issues of underperformance or failure to show shall be reported by the ADL to the member’s squadron commander and first sergeant for appropriate action.

2.1.6. Work with their respective ADL to maintain cleanliness and safety within their respective dormitories.

2.1.7. Ensure all residents have properly cleared their dormitory room prior to final out-processing.

2.2. Unaccompanied Housing Management (UHM):

2.2.1. Manages day-to-day operations of permanent party UH facilities to include dormitories, Unaccompanied NCO Quarters (UNCOQs) and Unaccompanied Officer Quarters (UOQs). Determines eligibility, assigns, terminates and maintains waiting lists. Conducts initial, prefinal and final inspections

2.2.2. Performs facility management for UH (AFI 32-1001, *Operations Management*).

2.2.3. Ensures resident compliance with directives and military living standards.

2.2.4. Assesses good order and discipline and exercises general supervision over residents.

2.2.5. Closely interacts with and maintains liaison with first sergeants, commanders and 8th Fighter Wing Command Chief.

2.2.6. Manages occupancy, by room, in the Automated Civil Engineer System-Housing Management (ACES-HM) module.

2.2.7. Accounts for furniture, appliances, recreation equipment and supplies for UH. In order to maintain accountability, ensures residents are issued furnishings using AF Form 228, *Furnishings Custody Receipt and Condition Report*, or an automated product.

2.2.8. Identifies individual room and public area safety and health hazards to appropriate agencies.

2.2.9. Provides squadron commanders and/or first sergeants requirements for bay orderlies.

2.2.10. Performs space allocation assessments as required and makes recommendations to ensure optimum utilization.

2.2.11. Initiates a Report of Survey (ROS) for resident damages to UH.

2.2.12. Participates on Quarters Improvement Committee (QIC) and ensures all required UH inputs are provided.

2.2.13. Serves as an advisor on dormitory councils.

2.2.14. Conducts annual assessment of furniture and provides results to Housing Asset Manager (AFI 32-6004).

2.2.15. Identifies annual and 5-year UH furnishings requirements. Ensures all UH requirements are included in the Quarters Improvement Plan (QIP).

2.2.16. Identifies budget requirements, purchases and controls, UH supplies, including initial issue and replacement linens for dormitories. Provides cleaning supplies to bay orderlies to maintain common areas, i.e., light bulbs, window cleaner, paper towels, wax and furniture polish.

2.3. Residents:

2.3.1. Ensure the cleanliness of assigned quarters in accordance with Dormitory Room Checklist (attachment 2).

2.3.2. Conduct self help maintenance in accordance with Dormitory Room Checklist (attachment 2).

2.3.3. Schedule an out-processing appointment with the ADL 30 days from departure and ensure the standards outlined in Out-processing Checklist (attachment 3) are met. Failure to out-process with the ADL or failure to pass the out-processing inspection may delay the resident's departure. Residents that elect to have their room cleaned by maid service must still schedule an out-processing appointment and ensure standards are met. Domestic maid service is defined IAW 8 FWI 32-6003, *Control of Private Hire Domestic Employees*.

2.3.4. Refrain from making excessive noise. Any noise that can be heard outside of the dormitory room is considered excessive.

2.3.5. Be familiar with and meet the requirements in this instruction and AFI 32-6005.

3. Bay Orderly Program:

3.1. Responsibilities. The bay orderly's primary responsibility is the cleanliness and general maintenance of common areas. The Self Help Checklist (attachment 4) outlines the basic requirements for cleaning dormitory common areas. The Unaccompanied Housing Manger may assign additional tasks.

3.2. Requirements. Bay orderly requirements are determined by UHM based on the size of the dormitory and the scope of the task that must be accomplished. In the case where a dormitory is occupied by multiple squadrons, the requirement is divided among those squadrons proportionally based on occupancy.

3.2.1. The ADL is responsible for providing the first sergeants with the requirement for bay orderlies. The first sergeant is responsible for assigning bay orderly duty to squadron members and providing a list of bay orderlies to the ADL at least one week in advance.

3.2.2. The ADL is responsible for overseeing bay orderlies and verifying the completion of all assigned tasks. Issues of consistent under performance or failure to show shall be

reported by the ADL to the member's squadron commander and first sergeant for appropriate action. Squadron commanders and first sergeants shall remain engaged in the cleanliness and general maintenance of UH as this is directly connected to the good order and discipline of their unit.

3.3. Parameters. The following are the detailed parameters of the Bay Orderly Program.

3.3.1. Bay orderly hours are 0800 - 1700, Monday – Friday/or 0800 until completion of tasks.

3.3.2. Bay orderly hours for Saturday and Sunday are 0800 until completion of tasks.

3.3.3. Bay orderly uniform is ABUs Monday – Friday and have the option of wearing civilian clothes Saturday & Sunday.

3.3.4. When finished with dormitory details, bay orderlies may be tasked with duties at other dormitories, to include Furnishings Management, UNCOQs and UOQs.

4. General Guidelines and Procedures:

4.1. Permission to Reside Off Base:

4.1.1. IAW AFI 32-6005, approval authority for Priority 1 and 2 personnel to reside off base with OHA is delegated to Mission Support Group Commander. To gain approval the resident must first route the 8 FW IMT 2 Request for Permission to Reside Off-base through UHM to verify that the minimum utilization rate exceeds 90%. Once UHM verifies the utilization rate the member can route their request to the group commander for signature.

4.2. Key Control:

4.2.1. Room keys will be secured in a key box in the ADL's or 8 CES/CEAC office. A key will not be issued until the resident's name, rank, SSN, DOR, organization, duty phone, date of arrival and DEROS are recorded. A key may be issued to a sponsor with a copy of orders, but the resident must complete in-processing with their ADL no later than 5 days after arrival.

4.2.2. There must always be an extra key for each room kept in the master key box. If a resident loses his/her key, the ADL or 8 CES/CEAC will not issue a replacement until he/she ensures there is at least one extra key for the room. Extra keys will be maintained by 8 CES/CEAC in case of emergencies, such as fire, medical, etc. Each resident will be charged for the loss of keys and when applicable, for the replacement of lock cores.

4.2.3. Residents who lose their keys or lock their keys in their room during duty hours will contact their ADL or 8 CES/CEAC. During non-duty hours, residents will follow lockout procedures posted on the bulletin board or call 782-4471.

4.2.4. Master keys will only be available to ADLs, 8 CES/CEAC and first sergeants. The master keys will be strictly controlled. First sergeants will be allowed to have master keys; however, each First Sergeant must sign the statement of understanding (attachment 6) upon arrival to Kunsan and fill out the Master Key Log (attachment 7). This procedure must also be repeated for any acting First Sergeant. Coordination with ADLs is necessary to ensure this procedure is performed.

4.3. Dormitory Inspections and Morale Visits.

4.3.1. The 8 FW/CC, group and squadron commanders, command chief master sergeant, squadron first sergeants, ADLs, 8 CES/CEAC, 8 CES/CEF, 8 FW/SE, and 8 SFS personnel will frequently inspect government quarters to evaluate living conditions. These inspections may be scheduled or unannounced.

4.3.2. IAW AFI 32-6005, first sergeants shall conduct, at minimum, monthly dormitory and room inspections based on Dormitory Room Checklist (attachment 2).

4.3.3. Squadron commanders shall visit their dormitories at least monthly, IAW AFI 32-6005, to inspect the living conditions of their personnel, boost morale, and ensure good order and discipline are maintained. This can be in conjunction with or in addition to the First Sergeant's inspection.

4.3.4. 8 CES/CEAC and ADLs will conduct daily inspections of common-use areas checking for cleanliness, security, fire, and safety hazards.

4.4. Firearms. Personal firearms and fireworks are prohibited.

4.5. Tobacco use. Use of non-smoking tobacco is prohibited in all common areas. Smoking is prohibited in dormitories. Smoking is only permitted in approved areas designated by the Fire Marshall.

4.6. Pets. Pets are not allowed in dormitories under any circumstances.

4.7. Cohabitation. Cohabitation is not authorized.

4.8. Social Visits

4.8.1. Reference 8 FW Policy on Non-Command Sponsor Tours dated 13 August 2010.

5. Prescribed and Adopted Forms

5.1. Prescribed Forms:

8FW Form 2, *Request for Permission to Reside Off-Base (PA)*

8 FW Form 5, *Room Identification Card*

5.2. Adopted Forms:

AF IMT 228, *Furnishings Custody Receipt and Condition Report*

AF IMT 1487, *Fire Prevention Visit Report*

AF Form 332, *Work Order Request*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 362, *Statement of Charges/Cash Collection Voucher*

DD Form 1131, *Cash Collection Voucher*

DD Form 2367, *Application and Authorization to Start, Stop or Change Individual Overseas Housing Allowance (OHA) Report*

JOHN L. DOLAN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-60, *Housing*, 4 March 2010

AFI32-1001, *Operations Management*, 1 September 2005

AFI32-6004, *Furnishings Management*, 3 March 2006

AFI 32-6005, *Unaccompanied Housing Management*, 2 August 2010

8 FWI 32-2001, *Fire Protection and Prevention Program*, 10 July 2008

8 FWI 32-6003, *Control of Private Hire Domestic Employees*, 12 April 2005

8 FW Policy, *Policy on Non-Command Sponsor Tours*, 13 August 2010

Abbreviations and Acronyms

AB—Air Base

ABU—Airman Battle Uniform

ACES—HM—Automated Civil Engineer System – Housing Module

ADL—Airman Dorm Leader

AFI—Air Force Instruction

CEAC—Capital Asset Management Element

DEROS—Date Eligible for Return from Overseas

DOR—Date of Rank

FACC—Fire Alarm Communication Center

FW—Fighter Wing

IAW—In Accordance With

NCO—Noncommissioned Officer

ROS—Report of Survey

SSN—Social Security Number

UH—Unaccompanied Housing

UHM—Unaccompanied Housing Management

UNCOQ—Unaccompanied Noncommissioned Officer Quarters

UOQ—Unaccompanied Officer Quarters

OHA—Overseas Housing Allowance

QIC—Quarters Improvement Committee

QIP—Quarters Improvement Plan

TLA—Temporary Living Allowance

Attachment 2

DORMITORY ROOM INSPECTION CHECKLIST

RESIDENT: _____ INSPECTED BY: _____

RESIDENT: _____ DATE & TIME: _____

ROOM #: _____ RATING: OUTSTANDING SATISFACTORY FAILED

0-2 DISCREPANCIES

3-5 DISCREPANCIES

OVER DISCREPANCIES

INSPECTION ITEM	PASS	NEEDS WORK	FAILED
1. SUITE/ROOM ENTRANCE/DOOR			
*Entrance area. Sweep and mop floor			
*Sink. Free of rust, lime & soap deposits			
*Refrigerator. Defrost, dust, wiped inside & out, door seals clean			
2. BATHROOM			
* Clean commode. Must be free of rust and lime deposits.			
* Clean shower and tub. Must be free of rust, lime, & soap deposits.			
* Clean chrome, soap dish, shower head.			
* Clean overhead vent.			
* Wipe down all tiles. Must be free from mildew			
* Clean drain. Must be free of rust and lime deposits.			
4. ROOM			
*Carpet. Vacuumed and/or shampooed as needed. Include corners and behind furniture.			
*Baseboards. Cleaned by hand as needed.			
*Walls, wiped down as needed.			
* Light switches, panel covers, doors, and door frames dust free.			
*Furniture. Neatly arranged and dust free.			
*Curtains/Blinds. Hung neatly and properly. Dust free and clean.			
*Windows. Cleaned inside with glass cleaner (no streaks). Ledges dust free.			
*Light bulbs. Replace as needed. All lights must be operational.			
*No gasoline, lighter fluid, charcoal, etc. stored in the room			
COMMENTS			

Attachment 3

OUT-PROCESSING INSPECTION CHECKLIST

A3.1. As the occupant, you are responsible for the state of your room, regardless of whether housekeeping service was utilized. The occupant is responsible for making billeting arrangements (ten days of TLA is authorized). For lodging reservations, the earlier the better, you can call extension 782-4604. Upon completion of the final inspection, the inspector/UHM will provide housing clearance and TLA letters, take all keys and lock the door. In the event the occupant's quarters do not meet the standards, the occupant will not receive the housing clearance letter until all deficiencies are corrected.

A3.2. Below is a list of what is required to pass the final inspection: ____Refrigerator/Freezer: Empty, clean interior and exterior to include seals, defrost freezer.

____Microwave: Clean interior and exterior (also under turntable).

____Trash can: Empty and clean (no residue on bottom or sides).

____Lamps and light fixtures: Dust and ensure all bulbs are working.

____Furnishings: Clean and dust inside and outside areas (wall units, dressers, etc.), remove all crumbs, dust and hair from all drawers.

____Bathroom: Clean showerhead and knobs, bathtub (interior and exterior), shower walls and soap holder, towel rail, toilet (remove all soap residue).

____Vanity area: Sink, medicine cabinet and mirror.

____Floors: Vacuum carpet, vacuum/sweep beneath, and behind furniture/appliances, sweep and mop bare floors.

____Walls/light switch plates: Remove stains, black marks etc.

____Windows: Clean interior glass, window tracks and sill.

____Furniture and linen inventory (AF Form 228): All items are accountable.

____Linen/pillow: Cleaned.

Quarters Inspection Date: _____

Occupant Signature: _____

Inspector Name: _____

DORM MANAGER/HOUSING OFFICE USE ONLY:

PAINTING REQUIRED? YES/NO

MAINTENANCE REQUIREMENTS? YES/NO

A/C HEATING:

ELECTRICAL:

PLUMBING:

OTHER:

Attachment 4**SELF HELP MAINTENANCE**

The following maintenance is the minimum considered to be within the scope of self-help. Residents are expected to conduct these basic maintenance with supplies and guidance from the 8 CES Self Help Store. Residents can take on more ambitious projects with the appropriate approval using the AF Form 332.

List of basic self-help maintenance

1. Light bulbs
2. Long fluorescent bulbs
3. Shower curtain replacement
4. Sink and toilet clogs
5. Hanging items on the wall
6. Fastening hooks to walls
7. Paint
8. Window screen replacement

Attachment 5

BAY ORDERLY RESPONSIBILITIES

1. Bay orderly shifts are from **Tuesday through Monday of the following week, which is to include Saturday and Sunday. Duty hours are from 0800-1700 hrs Monday – Friday and 0800 – 1200 hrs or task completion on weekends.** Each additional day except for the weekend and holidays, bay orderlies are to report to the unaccompanied housing manager's (UHM) office each morning to be informed of any special directions or tasks that need to be completed. Bay orderlies will go to lunch for one hour anytime between 1100-1300 hrs. **During duty hours bay orderlies are not to be in their rooms except lunch. The bay orderly is not released at the end of the duty day until cleared by the UHM.**

2. Outdoors:

- a. Do a complete and thorough sweep of perimeter of building picking up all trash and cigarette butts from edge of building to the street, sidewalk, and parking lot.
- b. Empty all butt cans in designated smoking areas and make sure no cigarette butts remain on the ground. Use water to cool hot ashes prior to emptying butt cans.
- c. Sweep bike racks clearing away all grass.
- d. Conduct a minimum of 2 walk a rounds each day. Suggested would be first thing in the morning and near the end of the duty day.

3. Stairs:

- a. Sweep exterior stairwells. Use a broom to knock down all spider webs in corners of stairwells and in the railings.
- b. Interior stairs: with a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on walls and steps. Wipe dust from rails with a sponge
- c. Mop interior stairs

4. Laundry Room:

- a. Wipe down machines and tables thoroughly.
- b. Sweep floor making sure to get **between and behind** all washers and dryers. Ensure there is no trash, clothes or lint left on the floors behind any of the machines. Replace any vent hoses as needed.
- c. Clean windows and window seals and take out trash.
- d. Wipe down vents on the air conditioner.

5. Dayrooms:

- a. Straighten out and wipe down furniture.
- b. Vacuum floors and take out trash.

6. Kitchen: (504/603: This is located in 2nd floor Dayroom)

- a. Clean out sink and wipe down counter tops.
- b. Clean in all cabinets.
- c. Remove burners from oven top and wipe out drip pans and oven top.
- d. Remove oven racks and soak in hot water as necessary.

- e. Clean out oven removing all grease from inside oven. If using the self-cleaning portion you must stay in the kitchen until completed. Inspect/Clean Filter in exhaust hood.
 - f. Clean off all table and chairs in kitchen.
 - g. Sweep and mop floor or if there is carpet in kitchen be sure to vacuum.
 - h. Take out trash.
7. 1st Floor Lobby and Hallway:
- a. Wipe down and clean vending machines.
 - b. Wipe down glass doors at main entrance of building.
 - c. Sweep and mop floors. Change out old mop head (when needed) with new one and mop floor.
8. Hallways:
- a. If any residents have left personal trash in the hall outside their door **DO NOT** take it out, better yet inform ADL and let them handle it.
 - b. Dump all the water from the dehumidifiers and make sure they are all plugged in and working. Report any non-working dehumidifiers to the ADL.
 - c. Clean all windows in the building. Any signs on resident's doors other than name tags take them down and take them to the dorm manager's office. With a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on the walls. Vacuum all halls.
 - d. Remove all signs not put up by the ADL. Example: Signs advertising parties or gatherings.
9. Community Latrines: (504/603: This is in the 2nd Floor Dayroom)
- a. Empty all trash, stock paper towels and tissue paper.
 - b. Clean the sinks, mirrors, and toilets.
 - c. Sweep and mop the floors.
10. Janitor Closets:
- a. Remove any items that are not used for cleaning the dormitory.
 - b. Place all mops with the handles down.
 - c. Ensure all chemicals have caps and are tightly closed.
 - d. Clean sinks and sweep out closets.
11. General Appearance:
- a. Check doors to ensure they are not blocked or chocked open.
 - b. Report any damage such as leaking washer, clogged sinks etc to Dorm Manager.
 - c. Check hallway and common area lights; replace any that are burn out.
12. (504/603) Elevators:
- a. Wipe down in and outside of elevators, all panels of stainless steel.
 - b. Clean and clear debris from the door tracks.
 - c. Sweep and mop inside of elevators.

Attachment 6**MASTER KEY STATEMENT OF UNDERSTANDING**

RESPONSIBILITIES: All master key(s) holders are responsible for the accountability and security of their master key(s). Master key(s) will remain in the possession of the person that originally signed for them. If it is necessary to loan out the master key(s), then prior to loaning out the key, both parties must inform their respective Unaccompanied Housing Manager (UHM). Then the pertinent information and signature of the person taking the master key must be logged on the Master Key Log along with a signed copy of this document. Upon returning the key back to the original key holder, the Master Key Log must be updated with the borrower signing the key back in and the original holder taking the key back. Both documents will be kept in the Master Key Binder in the UHM's office.

INITIAL ISSUE: The only personnel authorized to be issued master keys will be UHMs and First Sergeants. Each First Sergeant will be issued keys for their units rooms. All initial issues will be done by the UHMs. Upon initial issue, an inventory must be taken and signed for on the master key log, along with a statement of understanding for each individual taking master key.

TURN OVER: Prior to PCSing, UHMs and First Sergeants will turn in master keys to the current UHM for their respective dorm. There is to be no transfer of keys from one UHM or First Sergeant to another. The outgoing member will need to set-up an appointment with his/her UHM to surrender the master keys and sign it back in on the master key log. The incoming members will also set-up an appointment with the UHM and sign the master key log and the statement of understanding. If no replacement is projected or there is an extended period of absence, all master keys must be returned to the respective UHM.

MID TOUR: If an alternate master key holder has been selected to take responsibility for master key(s) while the primary is on mid-tour, both primary and alternate master key holder need to meet with the UHM. The master key(s) will be temporarily assigned to an alternate until the primary master key holder has returned from mid-tour. Once the primary returns from leave, he/she must again visit the UHM and sign for the keys.

LOST MASTER KEY: If master keys become lost or otherwise compromised, immediately notify housing management. If after hours, call the Fire Dept at 782-4471 to contact the standby UHM. The standby UHM will notify housing management. Housing Management will start a search and accountability of the master keys for that building. If a master key can't be accounted for, Housing Management, CES CC and MSG CC will decide on further actions and solutions.

INVENTORY: Housing Management will perform a key inventory every quarter. This may require everyone holding a master key to physically bring their keys to Bldg 705 for accountability.

PRINT NAME/SIGNATURE: _____ DATE: _____

CEAC VERIFICATION: _____ DATE: _____

[illegible]